**Year of the Gutter**

In the event of any insurance claim arising from storm water damage, the Diocese will have its excess payments reduced by 30% if ministry centres and parishes can demonstrate they have completed a gutter maintenance program in the preceding 12 months, which includes cleaning out the gutters.

Please use this form to record your gutter maintenance program.

**Parish / Ministry Centre:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Building | Gutters cleaned (Date) | Maintenance needs identified | Action req’d to address | Reported to Parish Council (Date) |
| *e.g., Rectory* | *25/12/20* | *Rust in SE corner* | *Section of gutter to be replaced* | *17/02/21* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Name …………………………………………………………… Date: …………………………

Signed……………………………………………………………